

OFFICE OF RESEARCH AND REPORTS

O/RR Operating Procedure -- Instruction No. 51

25X1A9A

23 February 1951

SUBJECT: Monthly Reports

1. Regular Monthly Reports to the Assistant Director are a helpful means of determining progress, developments, problems, and suggestions.

2. a. All O/RR Divisions will submit a monthly report (in two copies) to the Assistant Director on the 25th of each month (except D/B on the 2nd of each month). A suggested guide for the reports is attached.

b. The Administrative Staff will submit a monthly strength report showing personnel on duty and pending appointments, as well as additions and separations during the reporting period.

FOR THE ASSISTANT DIRECTOR:

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Executive

Office of Research and Reports

Attachment

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